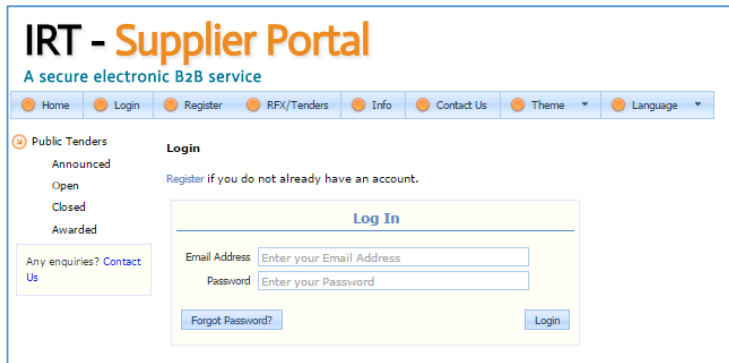




USER LOGIN, COMPLETE ON BOARDING WIZARD AND CHANGE PASSWORD

(Note – Increase the zoom to view the screenshots clearly.)



Go to Google Chrome (preferred browser) or Internet Explorer and enter the URL:

<http://irtsupplierportal.irt.org.au/>

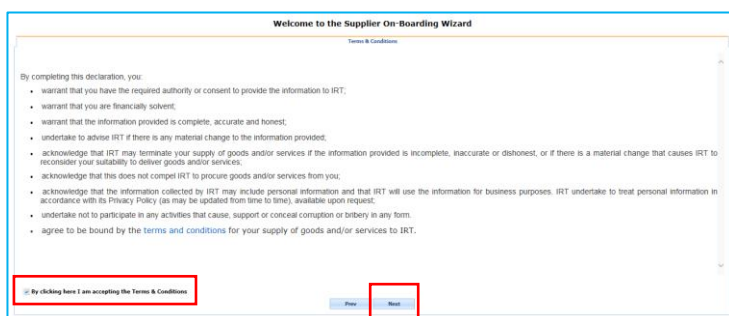
Use your e-mail address and password previously provided to login to the Portal. If you can't locate your password, please contact suppliermgmt@irt.org.au and we will provide a new one.



You will be taken to the On-Boarding Wizard that is required to be completed before progressing to your Home Page.

The Wizard will take about 20 minutes to complete and will be pre-populated with basic information about your company.

Press the Next button.



Please read IRT's Terms & Conditions and tick to accept.

Press Next.



SUPPLIER PORTAL

QUICK REFERENCE GUIDE

You will be taken to Step 1 of 6 steps that comprise the On-Boarding Wizard.

Check your company details, amending where necessary.

Please ensure you fill out the Entity Type, Incorporation Country and Turnover fields.

(Please note: the turnover information is not used for any analytics and is only mandatory as defined by our software supplier, not IRT.)

Press Save and Next.

Actions	Compliance Status	First Name	Last Name	Phone	Mobile	Email	Person Type	Date Added
		Sharan	Sharanvelli	02 4221 8800		sharan@birtgroup.com	Supplier Admin	15/06/2017
		Sharan	Gilmour		0422 003 021	shafachar@birtgroup.com	Supplier Admin	30/05/2017

Step 2 lists the contact names for your company.

To edit an existing contact, select the pencil icon on the left.

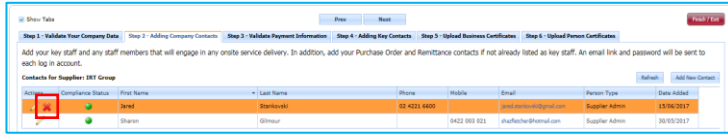
Actions	Compliance Status	First Name	Last Name	Phone	Mobile	Email	Person Type	Date Added
		Sharan	Sharanvelli	02 4221 8800		sharan@birtgroup.com	Supplier Admin	15/06/2017
		Sharan	Gilmour		0422 003 021	shafachar@birtgroup.com	Supplier Admin	30/05/2017

To add a new contact, select the Add New Contact button at top right.



SUPPLIER PORTAL

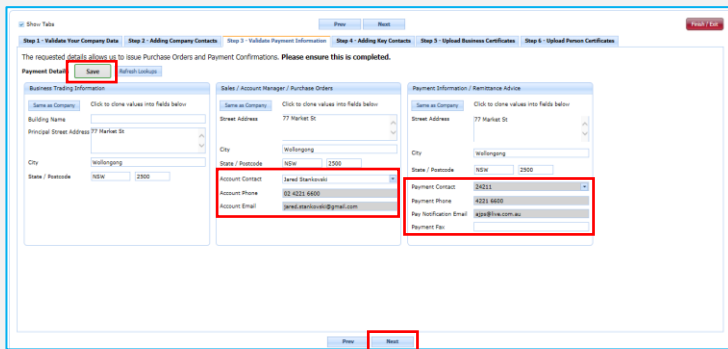
QUICK REFERENCE GUIDE



To delete a contact, select the cross icon on the left.

Please ensure your contacts for Purchase Orders and Remittance Advices are included here in order to complete Step 3.

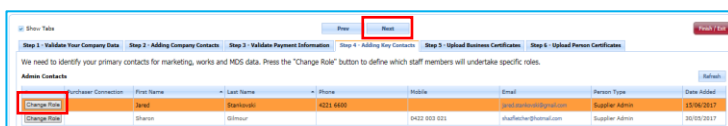
Once complete, select Next.



Step 3 is required to be completed to advise Purchase Order and Remittance Advice contacts. If this is not completed, the following are likely issues:

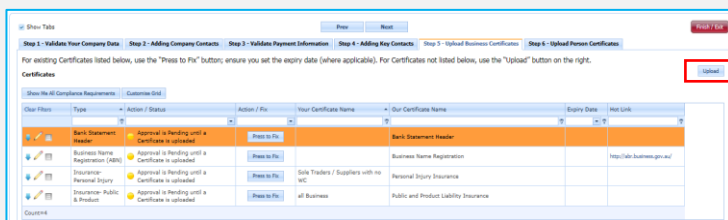
- Delayed purchase order and payment processing;
- Reconciliation of payments received (missing remittance advices);
- Potential non-payment of invoices.

Select Save and Next.



Step 4 defines which of your staff members undertake specific roles. This is helpful but not mandatory information. Press the Change Role button to enter this information if desired.

Press Next.

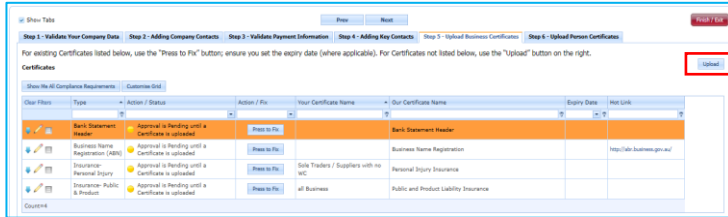


Step 5 is where you upload your business certificates (e.g. bank header, insurances, business licences).



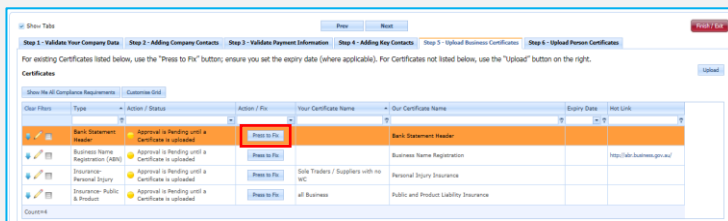
SUPPLIER PORTAL

QUICK REFERENCE GUIDE

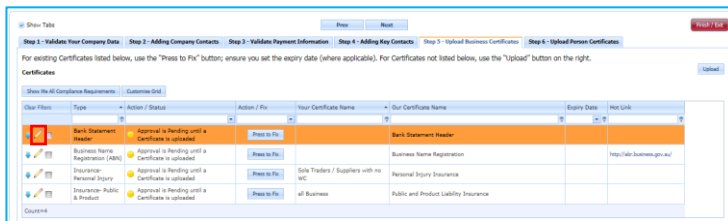


For a new certificate that is not already listed, select the Upload button at top right.

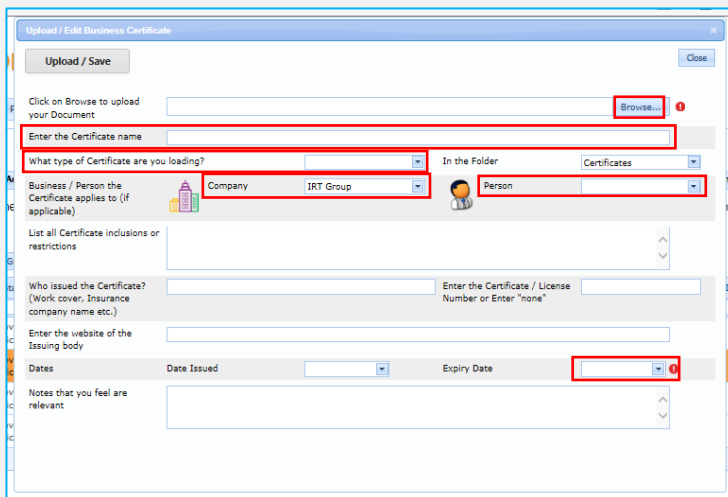
(Note: Refer to the guide called “How to Complete the IRT Annual Supplier Declaration” for instructions regarding this requirement.)



If you are loading a certificate for the first time or one that has expired, select the Press to Fix button.



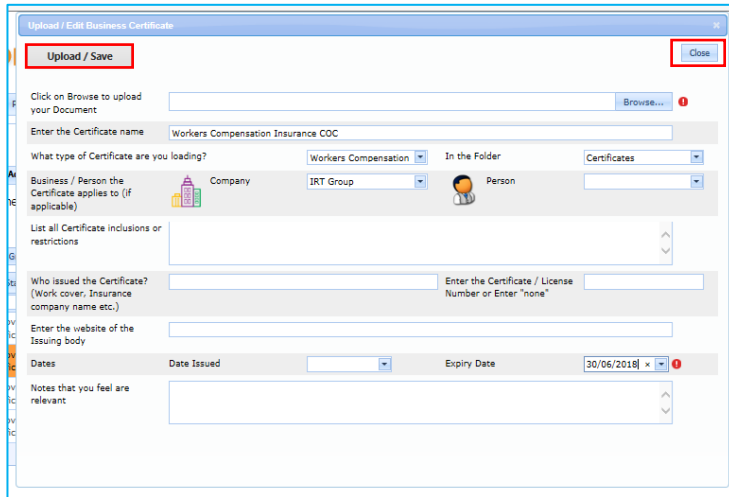
If you are loading an updated certificate before the existing one has expired, select the pencil icon to the left.



This screen will appear. Select the Browse button to search and select the certificate file and fill out the following fields as a minimum:

- Certificate Name;
- Type of Certificate;
- Company (pre-populated);
- Person (for individual certificates such as police checks); and
- Expiry Date.

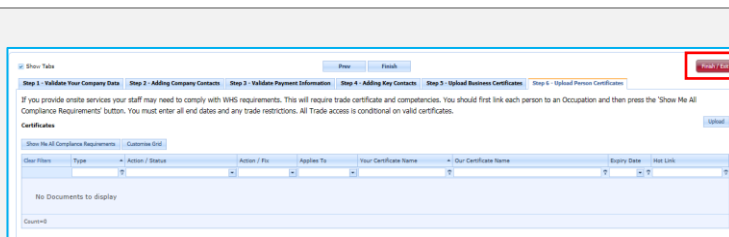
If a file has already been loaded, these fields will be pre-populated, however any updates to the fields should be made, particularly the expiry date.



Select the Upload / Save button once all relevant certificate details have been entered and then Close.

The certificate will come through to Supplier Management (Procurement) to review and approve / disapprove. Your contacts with Supplier Admin access will be notified of the certificate status.

Press Next.



Step 6 is where you upload your individual certificates (e.g. police checks, personal insurances, personal licences). Please refer to the aforementioned instructions for business certificates as the process is the same for individual ones.

Once complete, press Finish / Exit.



Your Home page now appears.

To change your password, select the purple Change Password tile.

Contact: Sharon Gilmour

Details Occupations Certificates

Edit Supplier Contact

Title

First Name

Last Name

Job Title

Phone

Mobile

Email

Department

Person Image

Security Question

Answer

Notifications Yes No

Change Password

Password:

Confirm Password:

Select the Security Question you want to answer from the drop down menu and enter the Answer where shown.

Contact: Sharon Gilmour

Details Occupations Certificates

Edit Supplier Contact

Title

First Name

Last Name

Job Title

Phone

Mobile

Email

Department

Person Image

Security Question

Answer

Notifications Yes No

Change Password

Password:

Confirm Password:

Enter your new password twice in the Change Password section and press Save.

Use the new password when logging in next.